



**METROPOLITAN  
TRANSPORTATION  
COMMISSION**

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## *Memorandum*

TO: Administration Committee

DATE: October 1, 2008

FR: Deputy Executive Director, Operations

W. I. 1121

RE: Contract Amendment: Transportation 2035 Plan Public Participation: Pacific Municipal Consultants

Staff requests this Committee's approval to amend the contract with Pacific Municipal Consultants (PMC) in the amount of \$75,000 to assist with the implementation of a program for public participation in the development of the Transportation 2035 Plan.

### **Background**

As a result of a Request for Proposal (RFP) released in early 2007, this Committee authorized staff to enter into a contract with PMC to provide support to the agency's Transportation 2035 Plan public involvement efforts. PMC and staff have completed the first two phases of public involvement on the long-range plan. The RFP permitted MTC to extend the services of the selected consultant as needed. This contract amendment would permit PMC to assist MTC with the third and final phase of development of the Transportation 2035 Plan, which will focus on public review and comment of the draft document. Tasks will include facilitation and graphics assistance for a series of meetings and workshops, including use of an electronic voting system at certain workshops; assistance with timely summary of all comments heard; an update of the Transportation 2035 video; and preparation of an evaluation of the overall program.

### **Recommendation**

We recommend that this Committee authorize the Executive Director or his designated representative to negotiate and enter into a contract amendment with PMC in an amount not to exceed \$75,000 (for a total contract amount of \$525,000) to provide support with public participation services associated with the development of the Transportation 2035 Plan.

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Ann Flemer

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## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Consultant Contract Amendment

Work Item No.:	1121
Consultant:	Pacific Municipal Consultants (PMC) Oakland, California
Work Project Title:	Transportation 2035 Plan Public Participation
Purpose of Project:	To assist with the third and final phase of the public involvement and outreach program in the development of the long-range Transportation 2035 Plan
Brief Scope of Work:	Facilitation and graphics assistance for a series of meetings and workshops, including use of an electronic voting system at certain workshops; assistance with timely summary of all comments heard; updating of the Transportation 2035 video previously produced; and preparation of an evaluation of the overall program
Project Cost Not to Exceed:	\$75,000 (previous contract of \$450,000)
Funding Source:	TDA
Fiscal Impact:	Available from current FY 2008-09 Agency Budget
Motion by Committee:	That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with Pacific Municipal Consultants for additional services related to Transportation 2035 Plan Public Participation and the Chief Financial Officer is directed to set aside funds up to \$75,000 for such contract amendment.
Administration Committee:	<hr/> Tom Bates, Chair
Approved:	October 8, 2008